

Compact Disc Submission Checklist

Application Number 09/915801 Mail Date 7/26/01

Document Preparation

Each compact disc must be affixed with a Monarch bar code label containing the application number and mail date.	<input checked="" type="checkbox"/>				
Each compact disc must be encased in a protective CD hard case.	<input checked="" type="checkbox"/>				
A plastic CD hard case holder must be affixed to the right inside flap of the file wrapper.	<input checked="" type="checkbox"/>				
The presence of a CD (including how many CDs per set) must be recorded in the PALM Pre-Exam system. This will toggle options associated with CD submission.	<input checked="" type="checkbox"/>				
Is a compact disc (or other electronic medium acceptable under 37 CFR 1.821(e)) of the Computer Readable Form (CRF) included in the application? The CRF must be forwarded to the Scientific and Technical Information Center (STIC).	<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yes	No				
<input type="checkbox"/>	<input checked="" type="checkbox"/>				

CD Review

	Yes	No
Are there two copies of each CD, and are they labeled "Copy 1" and "Copy 2", respectively? "Copy A" and "Copy B" are also acceptable. If multiple disks, each set should be labeled "1 of x", "2 of x", etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is each CD labeled with the inventor name(s), title, and creation date? (Also, application number or attorney docket number).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Has each CD been checked for possible viruses and found to be virus-free?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is "Copy 2" an exact duplicate copy of "Copy 1" (i.e., same file name, size, date)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Make a printout of the directory file listing for Copy 1 of each CD. <i>Too voluminous</i>	<input type="checkbox"/>	
Which of the following is contained in the CD(s) according to the transmittal letter and specification?		
Nucleotide/amino acid sequence listing (37 CFR 1.821)	<input type="checkbox"/>	
Computer program listing over 300 lines (37 CFR 1.96)	<input checked="" type="checkbox"/>	
Large tables over 50 pages (37 CFR 1.58)	<input type="checkbox"/>	
Is each file listed on the transmittal letter and specification an ASCII file that is viewable in a text reader?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Make a print out of the first page of the sequence listing if included in CD.	<input type="checkbox"/>	

Formalities Review

	Yes	No
Is reference made to the CD in the transmittal letter and specification?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Is each file listed in the transmittal letter and specification by name, size, date? <i>File on CD</i>	<input type="checkbox"/>	<input type="checkbox"/>
Do the files listed in the transmittal letter and specification match the files listed in the printouts of the file directories in terms of name, size and date? <i>Too voluminous</i>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

<i>Many files not ASCII</i>